

PACKAGE FOR EACH OFFICER SHOULD BE AS FOLLOWS:

CLUB SECRETARIES AND ZONE SECRETARIES

- Minutes of Pony Club Association NSW Annual General Meeting.
- Minutes of March Council Meeting.
- 2015 Annual Report.

ZONE CHIEF INSTRUCTORS

Same as Club Secretaries with inclusion of the following

- Minutes of Zone Chief Instructors Annual General Meeting.
- Minutes of Zone Chief Instructors March Meeting.

ZONE COUNCILLORS

Same as Club Secretaries.

CLUB CORPORATE MEMBERS

- Minutes for Pony Club Association NSW Annual General Meeting.

If you are no longer the Club Secretary could you please ensure that this package is passed on to the new Secretary immediately and ask them to send in a completed Office Bearers form for 2016.

These were sent to all Clubs in October, and are required to be completed and sent back to the Association office following the Club or Zone AGM. Please call if you require another form. Remember these forms are important as they provide us with a list of your current Office Bearers especially your Club Corporate Members and State Councilors for voting purposes.

CUSTOMER SERVICE HOURS

Due to the large volume of membership renewals being processed, and the limited resources available, the Association will operate on customer service hours of between 10.00am to 3.00pm Monday to Friday. All Clubs and Zones are reminded that in the first instance they should check the website for information on membership, policies and procedures or contact your Club/Zone Secretary. Instructional issues must be directed to your Club, or Zone chief instructor.

SPECIAL NOTICE FOR SECRETARIES

FEES FOR 2016

Affiliation fees for 2016 memberships are \$58.00 for riding members and \$38.00 for non-riding members.

ALL MEMBERS ARE REQUIRED TO COMPLETE A RISK WARNING FORM AT THE TIME OF JOINING OR RENEWING THEIR MEMBERSHIP EACH YEAR (COPY TO BE SENT TO THE STATE OFFICE WITH THE AFFILIATION). All members over the age of 18 must also complete a Child Protection form details in this mail out. The completed forms are to be held by the club in a safe and secure place.



The Pony Club Association Of N.S.W.

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Please note, *date of birth details for all PCANSW members MUST now be provided.* See section on insurance below for details.

Please note the following the following fees as of the 1st January 2016:

Regional Schools - \$25 per rider total of 18 riders

State Championship entry fees - \$45 per rider (including first aid levy) for all Championships and \$60 per rider entering both the Sporting and Campdraft Championship or \$45 for either one of these Championships

State Camp - \$250 per rider

Clinics/Seminars - \$20 per PCANSW member and \$50 per non-member.

Membership fees will also increase in 2017 with the exact amount to be confirmed later in the year.

INFORMATION FROM MARCH STATE MEETINGS

Confirmation of Executive for 2016 - 2017

President	Mrs Dianne Cullen OAM
Vice President	Mr Scott McIntyre
Vice President	Ms Julie Morgan
Treasurer	Mr Peter Petherbridge
Council Representative	Mrs Kris Wood
Council Representative	Ms Fiona Pennell
Chairman of Chief	Mrs Jenny Frankum
Instructors Committee	
Zone Chief Instructors	Mrs Elaine Caswell
Member to the Executive	

Please note the following motions were passed at the March AGM:

AGM7/16 That the affiliation fees for 2017 be \$60.00 for Riding Members and \$40.00 for Non-Riding Members plus any increase made by Pony Club Australia at their AGM.

AGM8/19 THAT the PCANSW constitution (Constitution) be amended as follows:

- That Schedule A, clause 5.6 of the Constitution be deleted and replaced with the following:

"5.6.1 Decisions on applications to be admitted as a member of the Club and applications to renew memberships of the Club will be at the discretion of the Committee and the decision of the Committee will be final on all questions of eligibility and membership.

5.6.2 The Committee must make all decisions on renewal of memberships in accordance with good faith. Where the Committee intends to refuse to renew the membership of an individual in accordance with Clause 5.6(a), before that decision to refuse to renew an individual's membership can be taken by the Club, that individual must be



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afforded an opportunity to lodge written submissions to the Committee regarding their admission to the membership."

- That Schedule A, clause 11.2 of the Constitution be delegated and replaced with the following

11.2 If any member shall fail to pay this annual subscription within two (2) calendar months after applying for membership or where renewal of membership is applicable, from the beginning of the financial year, the Committee may strike the name of such member from the roll and such member shall cease to be a member of the Club, subject to the same conditions as Clause 5.6.2.

The Members acknowledge that if the above motion is passed that it will take effect immediately and the Company Secretary is authorised to prepare and execute all necessary documents and take all necessary actions as are required to give effect to the resolutions.

Moved: Mr P Petherbridge Seconded: Mrs J Frankum (carried)

Guidelines have been prepared to help Clubs through the above processes as below:

CLUB MEMBERSHIP APPLICATIONS AND RENEWALS GUIDELINES FOR CLUB COMMITTEES

The following guidelines should be considered and followed by your club (**Club**) and its committee (**Committee**) when considering any new applications for membership of the Club as well as any applications to renew existing memberships of the Club. The following guidelines, if followed, will increase the likelihood that any decision to reject or fail to renew a membership is made lawfully and limits the risk such decision may be subjected to a legal challenge by the declined applicant. For the purposes of these guidelines, unless indicated otherwise, an application refers to both an application to become a new member of the Club as well as an application to renew an existing membership of the Club.

1. Requirements for a lawful rejection of membership application

For the lawful rejection of a membership application by the Club, the position at law in Australia requires:

- the rules (i.e. Constitution) of the Club to allow for rejection of membership applications;
- that the decision to reject is taken strictly in accordance with the rules;
- that the decision to reject is made in good faith; and
- that the decision to reject is made in accordance with the objects of the Club.



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2. Rules of the Club must allow rejection

As the Club, under clause 5.6 of its rules (**Rules**), has absolute discretion in relation to memberships, (which includes the power to refuse memberships), this requirement will be satisfied.

3. Decision to refuse must be in accordance with the Club's Rules

The Rules do not provide a procedure for making decisions on membership, except for requiring the refusal of any renewal applications to be made in good faith. Therefore, as long as the good faith requirement (see paragraph 4) is fulfilled, this requirement will also likely be fulfilled.

4. Decision to refuse must be made in good faith

It is a requirement under the law in Australia that membership applications be considered by the Club in good faith. Consideration 'in good faith' means that the Committee must act honestly and without malice or fraud in making its decision. The exact requirements of 'good faith' in any situation will be guided by the circumstances, however provided a Club can show that it was fair when considering a membership application, assessed the application on its merits and was open to accepting the application then the good faith requirement will generally be satisfied.

5. Decision to refuse must be made in accordance with the objects of the Club

The objects of the Club are provided in the Rules and are as follows:

TO ENCOURAGE *young people to ride and to learn to enjoy all approved kinds of sport connected with horses and riding.*

TO PROVIDE *instruction in horsemanship and to instil in members the proper care of their animals.*

TO PROMOTE *the highest ideals of fellowship, citizenship and loyalty and to cultivate strength of character and self-discipline in the members.*

TO SUBSCRIBE *to become a member of an affiliate with the Pony Club Association of New South Wales Incorporated.*

TO DO *all such other things as are expedient or conducive to the attainment of all or any of the above objects.*

When refusing a membership application, the Club must be able to show how a refusal is in some manner consistent with the objects of the Club. Examples of circumstances where the rejection of a membership application is likely to be consistent with the above objects include:

- (a) where an applicant has previously failed to comply with the objects; and
- (b) where admission of the applicant would hinder (or prevent) the Club achieving one or more of the objects.

6. Anti-discrimination legislation

Anti-discrimination legislation (both NSW and Commonwealth) also prevents a Club from rejecting a person's membership application based solely or substantially on a prescribed attribute of the person as defined under the specific legislation (i.e. a person's race, gender, disability etc.). Clubs should never make a decision solely or predominantly on the basis of such an



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attribute or they risk exposure to legal challenge by the unsuccessful applicant and in some instances penalties.

7. Further requirements that exist when refusing applications to renew an existing membership

If the Committee considers a renewal application and decides it should be rejected, the member must first be afforded an opportunity to lodge written submissions to the Committee regarding their renewal of membership prior to the Committee confirming its decision. The Committee must consider the submissions (if any) and subsequently reach a final decision on whether to accept or refuse the renewal application, whilst complying with all other requirements contained in these guidelines.

8. Record keeping of disapproved membership applicants

We recommend that the Club keeps records of the Committee's consideration of disapproved membership applicants to evidence its compliance with the requirements above and to refute any allegation by a disapproved candidate that it has breached general law requirements or anti-discrimination legislation. Ideally, the records of the Committee's consideration of disapproved applicants should contain the reasons for the Committee's decision. In circumstances where the Club's refusal was challenged in court, it would be entitled to rely on the minutes/records as evidence that the Committee had exercised the decision in good faith, in accordance with the objects of the Club, and in accordance with anti-discrimination legislation.

EXAMPLES OF LEGITIMATE GROUNDS FOR REFUSAL OF A MEMBERSHIP

1. Safety - maximum membership reached

Pony clubs need to ensure that the safety of their participants is never jeopardised by increased membership numbers. Where a club is operating at maximum capacity, an increase in members may lead to a dangerous amount of riders riding at any given time. Where a club's facilities are unable to safely handle an increase in riders, a denial of membership on this basis is likely to be a reasonable and good faith refusal to grant a membership.

2. Safety - Instructors per rider

Another safety factor clubs need to consider when admitting members is the club's ability to retain a safe and suitable number of instructors per rider. If the number of riders increases to a point where instructors are not able to adequately supervise all of the riders, then safety risks could arise (particularly where inexperienced riders are present). Clubs should strive to ensure the membership is limited to ten riders per instructor (and aim for eight riders per instructor where inexperienced riders are involved).

3. Facilities at capacity

Some clubs may be limited by the size of their facilities. A club may find itself restricted due to the size of yards, number of suitable carparks and available horses. In these situations, clubs may need to restrict admission of membership due to its facilities being at capacity.

If a club's resources are unable to cater for an increase in membership, then refusal on this basis is likely to be a legitimate reason to deny membership.

Note: Decisions to refuse to grant a membership to a rider on any of the above grounds must still be made in good faith, in accordance with the club's objects and actually made for the stated reason (i.e. a denial stated to be made for one of these reasons cannot be used as a veil to hide a denial of a membership that was actually made for another, improper reason).

AGM12/16 That Life Memberships be granted to Dr Frank Kelleher and Mr Philip Logue.

Congratulations to Dr Kelleher and Mr Logue on this well-deserved honour.



A presentation was made to both gentlemen at the Combined State Championship held at Quirindi.

Please note the following motions were passed at the March Council Meeting:

- C4/16 That all complaints received at State Level be accompanied by a non-refundable fee as below:
- Application for Independent Investigation at State Level - \$500.00
 - Appeal against a decision made at Club and/or Zone level - \$500.00
- C5/16 That for 2017 State Camp rider fees increase to \$250 per rider.
- C6/16 That a rider may attend State Camp a maximum of five (5) times. That the Executive look at State Championship entry fees at the July Meetings after the first two Combined Championships are held.
- C7/16 That any dowel equipment used must be fully taped to prevent splitting on impact or replaced with cane.

C9/16 That for Mounted Games if a rider is injured after going through gear check and is deemed by the attending medical officer as being unfit the team will compete with the remaining four (4) riders.

C10/16 That for Team Sporting if a rider is injured after going through gear check and is deemed by the attending medical officer as being unfit the team will compete with the remaining four (4) riders.

C11/16 That the age groups and heights for Combined Training at the State Combined Championships be as follows:

Age groups	Height	Dressage test
Under 11	65cms	1.1
11 to under 13	75cms	1.2
13 to under 15	80cms	1.3
15 to under 17	85cms	2.1
Associates	90cms	2.1

C22/15 That mandatory Hendra Vaccination requirement for State Camp be withdrawn

FREE ADMINISTRATION WORKSHOPS FOR 2016

Are you a new Club or Zone Secretary or other Office Bearer? Are you unsure about meeting procedures, codes of conduct or just where to find information? Zones are reminded that members of the State Executive are available for Administration Schools.



These schools to be held at your Zone are booked via the office and can cover a range of issues to help Clubs/Zones including – affiliations, transfers, orders, incorporation, meeting procedure, NCAS, grants, insurance, risk management, Work Health & Safety, Member Protection Information Officer (MPIO), Working with Children Check obligations, conflict resolution and many others. Please contact Kerren Britton on 02 4229 8977 or email admin@pcansw.org.au for further details.

I'm responsible for what? Organise an Administration Workshop to find out just what your duties are.

INCORPORATION

All Clubs and Zones are reminded that if they are incorporated they must send in an annual return (form A12) after their AGM each year to the Department of Fair Trading along with payment. Go to www.fairtrading.nsw.gov.au or phone 133 220 for forms and further information.



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STATE CHAMPIONSHIPS

2016 COMBINED STATE CHAMPIONSHIPS

As per the July 2015 Council meeting we will be trialling Combined State Championships in 2016 the April Combined State Championship at Quirindi have now been successfully completed please see the associations website and Facebook page for information and photos from this event.

The entries for the July Combined State Championship at Camden due on the 6th May 2016.

July 2016 to be held at Bi-Centennial Park, Camden - fees will apply for each championship as normal i.e. \$45 per championship and camping will be \$20 per night per family/vehicle for unpowered site and \$30 per night per family/vehicle for a powered site, with yards \$30 per night per yard or \$120 per yard for the duration or \$60 per night for stable or \$200 per stable for the duration (only 200 available). Payments will all be made to Pony Club Association NSW.

- Bump in no earlier than noon Thursday 30 June 2016
- Bump in Friday 1 July 2016
- Showjumping – Saturday 2 July 2016
- Showjumping – Sunday 3 July 2016
- Showriding – Monday 4 July 2016
- Showriding – Tuesday 5 July 2016
- Jumping Equitation – Wednesday 6 July 2016
- Jumping Equitation – Thursday 7 July 2016
- Dressage – Friday 8 July 2016
- Dressage only, Combined Training Dressage (& Showjumping if possible) and ODE Dressage – Saturday 9 July 2016
- Combined Training and ODE Showjumping and ODE Cross County – Sunday 10 July 2016
- Bump out – Sunday 10 July 2016 except with permission

SPONSORSHIP OPPORTUNITIES AT CHAMPIONSHIPS

If you or someone you know would like to sponsor the Combined State Championship at Camden please contact the office for full details on packages available.

Zones are encouraged to submit applications to host State Championships in the usual way however if we do not receive any applications from Zones by the July 2016 meeting for 2017 Championships we may once again look at holding Combined Championships.

SIGNATURES ON NOMINATIONS FORMS

Members are reminded that all forms must be signed in accordance with the Associations rules and that in the event that the Club Secretary is not available then approval should be sought from the Zone and/or State Office for another authorised person to sign on their behalf. Please note nominations should not be signed by a member's relative without permission (as above) as this may lead to a perception of a conflict of interest.



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AWARDS

This year the Associations Awards will be distributed at the Official Dinner to be held at the Combined State Championship to be held at Camden with nominations due no later than the 25th June.

REMINDERS

ASSOCIATIONS POLICIES AND PROCEDURES

All members are reminded that upon joining Pony Club Association NSW they accept the Associations, Constitution, By-laws, Code of Conduct, Membership Protection Policy and All other policies that the Association adopts from time to time. Any member who breaches any of the rules of Pony club including the Code of Conduct may face disciplinary action. Full details of these policies and procedures can be found on the Associations website under the policy tab.

Please remember that all Club, Zone and State Office Bearers are volunteers and should be treated with respect at all times. These volunteers take on positions in order to ensure that Pony Club continues as an organisation for your children and while they are open to feedback, members should always be considerate and treat others as they would like to be treated.

WORKING WITH CHILDREN CHECKS (WWCC)

Has your club completed a member risk assessment to check to see who needs a Working with Children Check registration number?? Does your club have access to the Working with Children Check verification system? Clubs and Zone must remember to **verify** member's registration numbers to complete the process. In the event that a person is subsequently banned from working with children the Office of Children's Guardian will contact everyone who has verified this person to advise them that they must stop using this person as a volunteer.

The risk assessment can be done by using a simple spreadsheet as below:

Name	Date of birth	WWCC/Application number or exemption status	Status	Verified by	Date verified	Expiry date
Joe Blow	1/1/1961	Instructor not a parent WWC1234567V	Cleared	V Slow	24/6/13	24/6/18
Kathy Bay	2/2/1962	Judge	Exempt	F Fast	15/5/13	N/A
Ed Peep	3/3/1963	Canteen	Exempt	V Slow	15/5/13	N/A
Jill Fork	4/4/1964	Dorm parent at camp WWC789124E	Cleared	F Fast	15/8/14	15/5/19

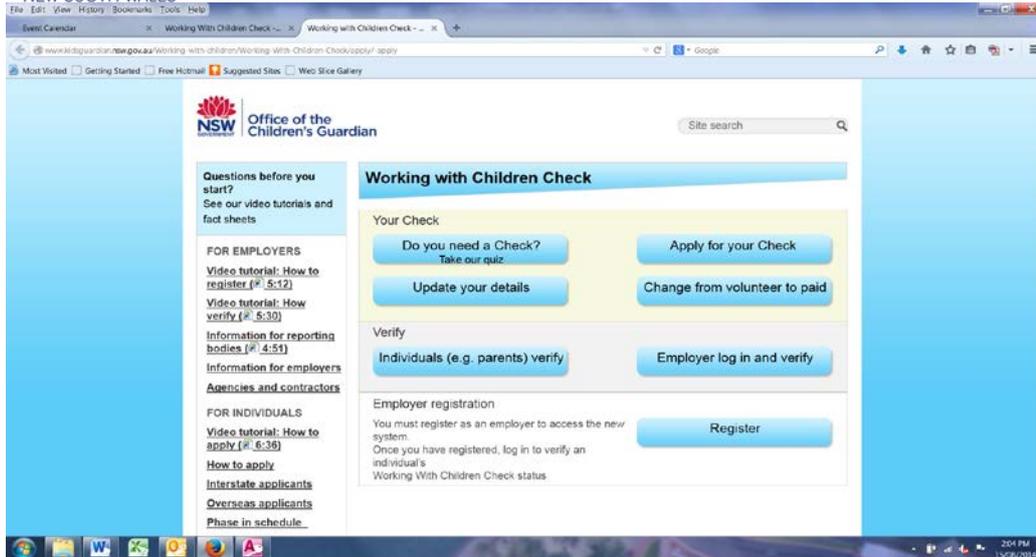
Clubs must be ready to verify any member who supplies a WWCC registration number <https://wwccheck.cyp.nsw.gov.au/Employers/Login>



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PONY CLUB
NEW SOUTH WALES



Please note that it is **illegal** to utilise a volunteer who has been deemed as needing a Working with Children Check after **31/3/16** that has not provided their Working with Children Check registration number and been verified unless they have been classified as exempt by their club/zone. Please ensure that records of all roles including their WWCC number of exemption status are held by the authorised persons within the club/zone as audits will be conducted.

It is also **illegal** to utilise a volunteer who has been banned under the Working with Children Check registration system which is why it is so important for clubs to be registered as 'employers' and for clubs to verify members so that they can be contacted in the event that a volunteer has been banned.

CONFLICT RESOLUTION

There are very clear and defined regulations in regard to disputes within Pony Club (see the PCA NSW Hand Book and Member Protection Policy). Clubs and Zones should appoint a Member Protection Information Office (MPIO) to help members with any queries and information in regard to rules, regulations and advise on how to deal with complaints. In all cases conflict should be handled at the lowest level within Pony Club as possible i.e. the channel of communication should be **Member → Club → Zone → State**. In accordance with the Australian Sports Commission

Member Protection Policy (which the Association has adopted) conflicts or complaints may be dealt with informally or formally and all complaints should be dealt with promptly, seriously, sensitively and confidentiality.

All queries and or disputes should be referred in the first instance to the Club/Zone Secretary or President. Complaints should be handled in line with the Member Protection Policy and either referred to an outside mediator, contact Community Justice Centres for help and free mediation - <http://www.cjc.justice.nsw.gov.au/> or an Independent Investigator should be appointed under D3 of the Member Protection Policy.

All policies in relation to Codes of Behaviour and our Member Protection Policy as well as a number of other policies can be found on our web site under the Policies tab then go to the



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general policies. PCA NSW follows the Australian Sports Commission and Communities of Sports and Recreation guidelines and the Association takes these matters seriously.

WORK HEALTH AND SAFETY ACT (WHS)



Pony Club Association NSW have adopted the Safe Work Australia, Guide to Managing Risk When New and Inexperienced Persons Interact with Horses, to ensure the safety of our new and/or inexperienced members.

Pony Club have developed an Induction and Safe Work Procedure document for clubs to give to new members. This document should be used as guide for clubs to provide onsite inductions for these members. All new members should be made aware of the Associations Rules (Blue Book), the Riding Handbook and other suitable reading materials such as

Horse Safe – A Complete Guide to Equine Safety by Jane Myers available through <http://www.publish.csiro.au/pid/5130.htm> As part of the Associations consultation process the State Office will continue to forward information to all members, Clubs and Zones, outlining Pony Club's responsibilities under the Work Health and Safety Act. If you have any queries or ideas that you would like to share please do not hesitate to contact the state office.

To help Clubs and Zones ensure their compliance under the changes to the Act Pony Club Association NSW is offering FREE Administration Workshops to Zones – please see your Zone to organise an Administration Workshop.

MYCLUB ACCESS EXPIRATIONS

Access to Myclub needs to be renewed each year using the Myclub access application form (found under the management tab then go to forms on the website) please note that the current access has expired as of the **31st January 2016** which will be why you cannot access your clubs details.

PONY CLUB RULES

The Associations Handbook and all other policies are all available on our website www.pcansw.org.au please make sure that all members are aware of where to find these documents. Members are also reminded that adults are not permitted to ride at pony club unless they are demonstrating an activity or supervising an activity i.e. trail ride, ANZAC day march.

PAID INSTRUCTORS AT PONY CLUB

Zones and Clubs are reminded that only those instructors listed on the Paid Instructor Panel list are permitted to be paid for giving instruction at Pony Club. A list of the current PIP can be obtained from the state office or be found on the web site www.pcansw.org.au under the coaching tab. Please note that payments from clubs for instruction must be received in the office at least four (4) weeks before instruction and must include GST i.e. instructors payment \$500 payment to office \$550.

NCAS SCHOOLS, SPECIALIST AND REGIONAL SCHOOLS

Zones are reminded that there is a \$550.00 refundable deposit fee for all schools. This fee is refunded once the school has been completed. Cancellations of schools and NCAS assessments



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will incur this fee unless postponed or cancelled within the required time frame i.e. the last working day four weeks before the school is booked for.

The 2016 fee of \$25.00 per rider applies to all Regional Schools and \$20.00 fee PCA NSW members and \$50.00 fee for all non PCA NSW members for Specialist Schools with a minimum of 18 attendees. This fee is due when booking the school and should be sent as a separate cheque to the refundable deposit. Schools can only be booked through ZCI's and forms can be obtained by contacting Jane Frankum on 02 4229 8977 (Tuesday's only) or emailing coach@pcansw.org.au.

Zones are reminded that a roll of participants should be forwarded to the State Office directly after the completion of each school.

NEWSLETTER

Pony Club NSW distributes four newsletters (March, June, September and December) via an online publication that is emailed out to our subscribers. If you haven't subscribed already, visit our website, select 'Subscribe' under the Media/Newsletter tab.

2016 PARTNERSHIP & ADVERTISING OPPORTUNITIES

Pony Club NSW seeks to nurture existing partnerships, and form new and exciting relationships. Our 2016 Partnership & Advertising Opportunities are now available. Please visit our website under the Media/Partnership tab for more information.

OPEN DAY INITIATIVES

Clubs and Zones wishing to hold an Open Day Initiative in 2016 are requested to notify the Marketing Coordinator Leanna Haines by email marketing@pcansw.org.au. Please visit our website under the Club & Zone Management/Management Resource/Marketing Your Club tab for more information.

PONY CLUB NSW YEAR BOOK

The Pony Club Association of NSW has produced a high quality photographic year book of the highlights for 2015. The book features all of the major state events starting with the 2015 State Camp. Included are the reports, results and photographs from our State Championships and the Pony Club Australia National Championships. The Year Books can be purchased for \$50 by filling in the order form available from our website under the Club & Zone Management/Merchandise tab and returning with payment to the office. Books will be ordered in one bulk order, please allow up to 21 days for delivery. The Year Book is a 60 page, hard cover, colour book, 33.5cm wide and 27cm high. Past Year Books are also for sale just specify the year.

WEBSITE

Our new look Pony Club Association of NSW website was launched in November 2014. The website is the best place to go to find all relevant information on Club Management, Coaching and Events and all of the Latest Pony Club news.

ONLINE STORE

Have you seen our new Online Store? Purchase all your Pony Club merchandise and apparel here through a safe and secure online payment system.